

INSTRUCTIONS FOR COMPLETING FORM FHA-2328

This form is prepared by the contractor and / or mortgagor as a requirement for the issuance of a firm commitment. The firm replacement costs of the project also serves as a basis for the disbursement of dollar amounts when insured advances are requested. A detail breakdown of trade items is provided along with spaces to enter dollar amounts and trade descriptions.

A separate form is prepared through line 32 for each STRUCTURE TYPE. A summation of these structure costs are entered on line 32 of a master form. Land improvements, General Requirements and Fees are completed through line 53 on the master 2328 only.

DATE. -- Date form was prepared.

SPONSOR. -- Name of sponsor or sponsoring organization.

PROJECT NO. -- Eight-digit assigned project number.

BUILDING IDENTIFICATION. -- Number(s) or letter(s) of each building as designated on plans.

NAME OF PROJECT. -- Sponsors designated name of project.

LOCATION. -- Street address, city and state.

DIVISION. -- Division numbers and trade items have been developed from the cost accounting section of the uniform system.

ACCESSORY STRUCTURES. -- This item reflects structures, such as: community, storage, maintenance, mechanical, laundry and project office buildings. Also included are garages and carports or other buildings.

When the amount shown on Line 33 is \$20,000.00 or 2 % of Line 32 whichever is the lesser, a separate FHA Form 2328 will be prepared through Line 32 for Accessory Structures.

UNUSUAL SITE CONDITIONS. -- This trade item reflects rock excavation, high water table, excessive cut and fill, retaining walls, erosion, poor drainage and other on-site conditions considered unusual.

COST. -- Enter the cost being submitted by the Contractor or bids submitted by a qualified subcontractor for each trade item. These costs will include, as a minimum, prevailing wage rates as determined by the Secretary of Labor.

TRADE DESCRIPTION. -- Enter a brief description of the work included in each trade item.

OTHER FEES: -- Includable are fees to be paid by the Contractor, such as sewer tap fees not included in the plumbing contract. Fees paid or to be paid by the Mortgagor are not to be included on this form.

TOTAL FOR ALL IMPROVEMENTS. Line 51 -- This is the sum of lines 1 through 50 and is to include the total builder's profit (line 45).

LINE 52 -- When applicable, enter that portion of the builder's profit (line 45) to be paid by means other than cash and/or any part of the builder's profit to be waived during construction

NON-RESIDENTIAL AND SPECIAL EXTERIOR LAND IMPROVEMENT COSTS. -- Describe and enter the cost of each improvement, i.e. on-site parking facilities including individual garages and carports, commercial facilities, swimming pools with related facilities and on-site features provided to enhance the environment and livability of the project and the neighborhood. The Design Representative and Cost Analyst shall collaborate with the mortgagor or his representative in designating the items to be included.

OFF-SITE COSTS. -- Enter description and dollar amount including fees and bond premium for off-site improvements.

DEMOLITION. -- Enter description and dollar amount of demolition work necessary to condition site for building improvements including the removal of existing structures, foundations, utilities, etc.

OTHER FEES. -- Enter a brief description of item involved and cost estimate for each item.

SIGNATURES. -- Enter the firm name, signature of authorized officer of the contractor and/or mortgagor and date the form was completed.